

# PERSONNEL ACTION FORM

Print Form

Last Name: Gibbings First Name: Gordon M.I.:   
 Current Supervisor: A Gonzalez Dept: Ed Team Clock ID (HR Use Only):

CHECK ONE OF THE FOLLOWING: ☐ Teacher ☐ Substitute ☐ Classified ☒ Home Office ☐ Administrator

	CURRENT	NEW CHANGE	EFFECTIVE DATE* 1st or 16th only
<input type="checkbox"/> Region (e.g., NTL, TN, CA)			
<input type="checkbox"/> School Site/Dept. Name			
<input type="checkbox"/> Job Title			
<input type="checkbox"/> Supervisor			
<input type="checkbox"/> Salary	<u>169,027</u>	<u>172,407.54</u>	<u>10/1/17</u>
<input type="checkbox"/> Retirement (e.g., STRS)			
<input type="checkbox"/> Union (e.g., CTA)			
<input type="checkbox"/> Department (HR only)			
<input type="checkbox"/> Prorate Check			
<input type="checkbox"/> Retroactive Pay			
<input type="checkbox"/> Transfer Per. Leave			
<input type="checkbox"/> Split Pay to Locations(s):			

CHECK ALL APPLICABLE: ☐ Full Benefits ☐ No Benefits ☐ Full-Time ☐ Part-Time%:

COMMENTS: Start 10/1 - 2% increase

SUPERVISOR NAME: A Gonzalez Signature: [Signature] Date: 9/29/17  
 COMP COMMITTEE:  Signature:  Date:   
 HUMAN RESOURCES: Natasha Gomez Signature: Natasha Gomez Date: 10/1/17

PLEASE SUBMIT TO ATTN: HUMAN RESOURCES

## Natasha Gomez

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**From:** Annette Gonzalez  
**Sent:** Thursday, October 05, 2017 2:07 PM  
**To:** Natasha Gomez  
**Subject:** RE: PAF attached

Natasha

Gordon received a promotion as the VP of School last year on 7/1/16  
It was a two year transition with a 5k increase last year and a 5k increase this year.

A PAF was submitted on 7/1 for the 5K increase plus a 3% COLA

- The 3% COLA was an error

A new PAF was submitted to clarify and adjust down to the 5K increase

We rolled our new compensation system in September and didn't include GG as he received a promotion  
After discussion/ reflection – we have decided he is eligible for an increase and landed on 2% - which generated the new PAF

A few questions...

1. Who would audit our PAFs?
2. Who is this information being shared with?

Thanks  
AG

**Annette Gonzalez**  
Chief Academic Officer  
[annette.gonzalez@greendot.org](mailto:annette.gonzalez@greendot.org)  
<http://www.greendot.org>  
1149 S. Hill Street, Ste #600  
Los Angeles, CA 90015  
Main: 323.565.1600  
Direct: 323.565.1624



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**From:** Natasha Gomez  
**Sent:** Thursday, October 5, 2017 1:00 PM  
**To:** Annette Gonzalez <[angonzalez@greendot.org](mailto:angonzalez@greendot.org)>  
**Subject:** RE: PAF attached

Thank you, Annette!

I have a question in regards to Gordon Gibbing's compensation increase. In order to be able to justify this if there is an audit and to ensure this is entered and reflected correctly for Gordon's employment record in Workday, can you provide me with some insight as to why Gordon is receiving this 2% increase effective 10/1/17? I just have some concerns from an audit standpoint as I noticed we've received some PAFs for other compensation changes effective 7/1/17 as well. Thanks again!

Natasha Gomez  
HR Associate  
[Natasha.Gomez@greendot.org](mailto:Natasha.Gomez@greendot.org)  
<http://www.greendot.org>  
1149 S. Hill Street, Ste #600  
Los Angeles, CA 90015  
Main: 323.565.1609  
E-Fax: 213-908-2192



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**From:** Annette Gonzalez  
**Sent:** Tuesday, October 03, 2017 4:43 PM  
**To:** Natasha Gomez <[natasha.gomez@greendot.org](mailto:natasha.gomez@greendot.org)>  
**Subject:** RE: PAF attached

See notes below ☺

Thank you so much for the follow up!

Annette

**Annette Gonzalez**  
Chief Academic Officer  
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**From:** Natasha Gomez  
**Sent:** Tuesday, October 3, 2017 4:33 PM  
**To:** Annette Gonzalez <[angonzalez@greendot.org](mailto:angonzalez@greendot.org)>  
**Subject:** RE: PAF attached

Hi Annette,